



T R A N S F E R O P P O R T U N I T Y
FOR CURRENT STATE EMPLOYEES
OFFICE SERVICES SUPERVISOR II

DEPARTMENT OF INDUSTRIAL RELATIONS
WORKERS' COMPENSATION APPEALS BOARD

Position: Office Services Supervisor II
Locations: San Francisco District Office
Salary: \$2,759.00 – \$3,355.00

Under the general direction of the Presiding Worker's Compensation Judge, the Office Services Supervisor II plans, organizes, directs the work, and is responsible for the supervision of Office Technicians (Typing) and Office Assistants (Typing and General). The OSS II performs the following duties:

Plans, organizes, assigns, and directs the work of clerical staff including coordination of employees and prioritization of workload in the Division of Workers' Compensation Appeals Board, the Rehabilitation Unit, Disability Evaluation Unit and Information and Assistance Unit; interviews, hires and trains employees for the district office; evaluates performance, recommends appropriate action; and prepares written performance appraisal reviews of his/her staff.

Assures that all incoming and outgoing mail is processed accordingly, and all documents are processed timely; meets with clerical staff to provide ongoing training on any changes that have been made to the on-line system, laws or regulations; act as liaison between the Presiding Workers' Comp Judge, Workers' Comp Judges, Secretaries, and Auxiliary Services, including the clerks office; maintains records to assure all files are up to date and new files made when needed. Meets with public regarding complaints about clerical staff and address issues as necessary; ensure all machines are in proper working order. May do ARO and Order supplies. Performs other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation – 9th Floor
P.O. Box 420603, San Francisco, CA 94142
Attention: Ken Slate
(415) 703-4729

Applications accepted until August 15, 2005, or until position is filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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